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FAS USER MANUAL

REPORTS

CURRENT REVISIONS

02/03/2005 Updated table formatting

INTRODUCTION

In this chapter

- ✓ Types of reports
- ✓ How FAS reports fit into categories
- ✓ Where report information comes from
- ✓ Understanding the report number format
- ✓ Requesting reports
- ✓ Reporting by time period
- ✓ Requesting page breaks in your report
- ✓ Reducing the size of your report

There are a number of reports available in the State's Fixed Asset System (FAS). This chapter serves as a reference for the type of reports available and as a guide to requesting reports. This chapter is written for users responsible for performing any combination of the following functions related to fixed assets:

Data Entry Financial Reporting Inventory Purchasing

FAS User Manual Rev. Date: 02/03/2005 REPORTS – WHAT ARE THEY?

Reports are data output from information saved or generated from a database. Control reports

CONTROL REPORTS – SYSTEM GENERATED

and requestable reports are the two types of FAS reports.

Control reports: FAS process initiated - no user intervention Control reports are static output reports built in to a system process. The control reports have a fixed-design format and will only print when data is processed. These reports get their nickname of 'dailies' because they generate from daily system processes.

REQUESTABLE REPORTS – USER REQUEST

Fixed-design: 'cookie-cutter' always prints the same

Requestable reports generate at the request of the user. Some requestable reports are flexible and allow the user to define the format; others have a fixed-design format.

Flexible-design: you're the designer A user-defined report is a data sheet report with data fields selected for display from flexible-design options. Some flexible-design reports allow you to filter information for more efficient reporting.

FAS REPORTS BY CATEGORY

FAS stores information for a variety of fixed asset requirements. The stored information fits in to four main fixed asset-reporting categories:

FINANCIAL

Information to properly report capital assets and depreciation.

INVENTORY

Descriptive information of asset condition, location, and ownership.

INSURANCE

Replacement value, condition, location, ownership, and insurance type.

MISCELLANEOUS

Data control – i.e. transaction codes and descriptor tables.

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REPORTS – UNDERSTANDING THE BASICS

DATA SOURCE – WHERE THE INFORMATION COMES FROM

FAS generates reports from information stored or generated in its' miscellaneous files. The level of information you post to these files determines the level of information available to you on reports.

PROPERTY FILE - ONLINE ASSET RECORDS

The property file is the asset portfolio. This file contains information to support all four reporting categories:

FINANCIAL INSURANCE INVENTORY MISCELLANEOUS

LOCATION 1 – STATEWIDE TABLE OF LAND AND BUILDING NUMBERS

The location 1 table identifies the size, geographical location, legal description, and state ownership by responsible agency for land and buildings.

HOLD FILE - TRANSACTIONS IN PROCESS

The hold file is a file of transactions in process. You can view some transactions using an online screen.

TRANSACTION CODE DECISION TABLE - TRANSACTION REQUIREMENTS

The transaction code decision table defines the accounting and editing logic for each transaction.

HISTORY FILE - TRANSACTION ARCHIVE

The history file stores information from each transaction that posts to a property record. The file is large and programmed-reports, currently, are the only way to access transaction history.

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DESCRIPTOR TABLE - CONTROLS FOR DATA CONTINUITY

FAS edits to descriptor tables for data control and information. Data controls provide efficiency and continuity.

FAS has a maximum of 99 descriptor tables. Currently, 25 descriptor tables are in use. The table number and description of the tables are:

Table Number	Description	Table Number	Description
01	AGENCY SUFFIX	16	CLASS CODE RANGE
02	CLASS CODE	17	SUBOBJECT/TRANSACTION CODE LOOK-UP
03	CLASS CODE SUFFIX	19	AGENCY BUILDING NUMBER
04	INSURANCE INDICATOR	20	RESPONSIBLE LAST NAME
05	CONDITION CODE	21	RISK MANAGEMENT BILL CODE
06	STATUS CODE	22	DISPOSITION METHOD
07	CONSTRUCTION TYPE	23	OWNERSHIP CODE
08	COUNTY NUMBER	24	LOCATION 2 CODE
09	INSTRUMENT TYPE	66	FAS OPERATOR CLASS TABLE
10	EASEMENT CODE	75	FAS AGY 330 BY CONVERSION
13	MANUFACTURER CODE	98	FAS DESCRIPTOR TABLE SECURITY
14	ACQUISITION METHOD	99	DEFINITION TABLE
15	TRANSACTION CODES/VALID CLASS CODE		

REPORT NUMBER – UNIQUE INDENTITY OF THE REPORT

All reports begin with the letters 'DAFR' followed by a four-digit report number. The report number is unique to each report and is representative of the program or data source generating the information on the report.

REQUEST FREQUENCY – REPORT GENERATE SCHEDULE

Request frequency determines when your report will generate. Once the frequency is setup, your report will automatically generate when the report frequency switch matches the system date table.

You can request one of the following indicators to have a report generate on a regular schedule:

ONE-TIME

The <u>only</u> date you want to generate the report. To generate the report for the next business day, enter the current business date (i.e. today's date).

DAILY

The report will generate each processing night. Depending on the FAS processing schedule, processes may only run on Fridays.

WEEKLY

The report will generate at the end of each business week.

PERIOD

The report will generate at the close of each period (quarter).

MONTHLY

The report will generate at the close of each month.

QUARTERLY

The report will generate at the close of each quarter (period).

YEARLY

The report will generate at the close of the fiscal year.

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REPORTING PERIOD – TIME PERIOD PARAMETERS

The reporting period is the time period for data collected on a report. Not all reports accept reporting period indicators. Descriptor table reports, for example, do not require period indicators, whereas financial reports do require a period indicator.

The following is a list of reporting period indicators:

CURRENT MONTH - CM

A report of data from the beginning of the fiscal year through the current date.

PRIOR MONTH - PM

A report of data from the beginning of the year through the close of the prior month.

CURRENT PERIOD - CP

A report of data from the beginning of the current period (quarter) through the current date.

PRIOR PERIOD - PP

A report of data from the beginning of the prior period (quarter) through the end of the prior period.

PRIOR YEAR - PY

A report of data from the beginning to the end of the prior fiscal year.

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REPORT LEVEL - CONTROLLING PAGE BREAKS

Some requestable FAS reports use the following data element to control the page breaks in the report:

- Agency Suffix
- Location
- Responsible Name
- Class Code

A report may use any combination of the above elements. Location, responsible name and class code have sublevels to further detail the page breaks in the report.

The following indicators will determine the page breaks:

AGENCY SUFFIX

Indicator	Results
0	No page break on agency suffix
1	Page break by each unique agency suffix

LOCATION

Indicator	Results
0	No page break on location 1 or location 2
1	Page break on each unique location 1
2	Page break on each unique location 1 and location 2 combination

RESPONSIBLE NAME

Indicator	Results
0	No page break on responsible last name or responsible first name
1	Page break on each unique responsible last name
2	Page break on each unique responsible last name and responsible first name combination

CLASS CODE

Indicator	Results
0	No page break on class code or class code suffix
1	Page break on each unique class code
2	Page break on each unique class code and class code suffix combination

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REPORT LEVEL ILLUSTRATED

ILLUSTRATION I – PAGE BREAK BY LOCATION 1

The report level determines the detail and the size of the report. The more sub-levels requested usually increases the size of the report as illustrated below.

Assuming your agency uses the following Location 1 and Location 2 values on property records:

LOCATION 1	LOCATION 2
00175	RM 320
	RM 328
	RM 350
02501	ADMIN
	RECEPT

You may request a report to page break on Location 1 and receive data summarized by each Location 1.

BY LOCATION 1

REPORT TITLE AND DATE		
PAGE BREAK LEVEL		~~~~
Location 1:	00175	Page 1
DATA ELEME	ENT TITLES S.	ECTION
Data Record	1	
Data Record	2	
Data Record	3	

PAGE BREAK	PAGE BREAK LEVEL	
Location 1:	02501	Page 2
DATA ELEME	NT TITLES S	ECTION
Data Record	1	
Data Record	2	
Oata Record	3	
ETC.		

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ILLUSTRATION II – PAGE BREAK BY LOCATION 1 AND LOCATION 2

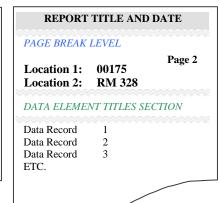
Assume your agency uses the following Location 1 and Location 2 values on property records:

LOCATION 1	LOCATION 2
00175	RM 320
	RM 328
	RM 350
02501	ADMIN
	RECEPT

You may request a report to page break on Location 1 and Location 2 to receive data sorted by each unique Location 1 and Location 2 combination.

BY LOCATION 1 AND LOCATION 2

REPORT TITLE AND DATE		
PAGE BREAK LEVEL		
Location 1: Location 2:	00175 RM 320	Page 1
DATA ELEME	NT TITLES SE	CTION
Data Record	1	
Data Record	2	
Data Record	3	
Data Necolu		



REPORT TITLE AND DATE		
PAGE BREAK LEVEL		
Location 1: Location 2:	00175 RM 350	Page 3
DATA ELEME	NT TITLES SE	CTION

Data Record	1	
Data Record Data Record	1 2	
Duta Heeora	1 2 3	

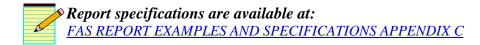
Page 4
SECTION

	LEVEL	
Location 1: Location 2:	02501 RECEPT	Page 5
DATA FIEME	NT TITLES SE	CTION
DATA ELEME	TITLES SE	
Data Record	1	222222
	1 2	8888888
Data Record	1	222222

FILTERS – REDUCE THE SIZE OF YOUR REPORT

Filters reduce the size of reports. Not all reports support filtering, but many do. The most commonly used filters in FAS are the same as report level options (i.e. agency suffix, location, responsible name, and class code). This allows you to select information to minimize output. For example, you can detail your information by location 1 and location 2 using report levels, and then control the output of the information to just location 1 or a range of locations by using filters.

FAS uses the 'special selection 1,' 'special-selection 2,' and 'agency-suffix range' on the report request to filter reports. What filters are available and how to use them is report specific.



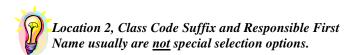
SPECIAL SELECTION 1 AND SPECIAL SELECTION 2

When special selection 1 and 2 are available, it is used to select *either* a range of values or specific values depending on the report you are requesting.

Special select 1 and special select 2 filters are generally limited to:

Filters

Location 1 Class Code Responsible Last Name



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AGENCY SUFFIX RANGE

Enter the two-digit 'from' and two-digit 'to' range of agency suffixes you wish to report. To include all agency suffixes you can enter 'ALL'.

WILDCARD VALUES

Special selection fields are four characters and may include some special characters known as 'wildcards.' For instance, a '%' sign may be defined as a 'wildcard' in a specific report. There is more than one wildcard option for special selections and the wildcard character is report specific.



Report specifications are available at: FAS REPORT EXAMPLES AND SPECIFICATIONS APPENDIX C

DISTRIBUTION

The requested report will require distribution information. This information specifies; who the report goes to; how many copies to produce, and where the report will print.

Report Printing Options			
•	State Controller's Office (SCO)		
•	Remote site (i.e. at the agency)		
•	Online viewing through website		

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MAKING A REPORT REQUEST

To make a report request you may:



STARS/FAS ACOUNTING HELPLINE (208) 332-8827

E-MAIL DSAHELPLINE@SCO.STATE.ID.US

The information required making a report request include:

Report Request Options

- REPORT NUMBER UNIQUE INDENTITY OF THE REPORT
- REQUEST FREQUENCY REPORT GENERATE SCHEDULE
- REPORTING PERIOD TIME PERIOD PARAMETERS
- REPORT LEVEL CONTROLLING PAGE BREAKS
- <u>FILTERS REDUCE THE SIZE OF YOUR REPORT</u>

Report Distribution Options

Who the report goes to:

Agency name Agency contact Special instructions

Where the report will print or be viewed? How many copies?

The following tables summarize FAS reports by category and type with a brief description of reporting information.

For examples and report specifications, click on the individual Report Number (i.e. DAFR4461) to view the report.

CONTROL REPORTS 'DAILIES'

Report Number	Title	Reporting Information		
DAFR4461	FAS SYSTEM GENERATED TRANSACTIONS	CONTROL REPORT ELEMENTS IN THE REPORT: Property number Sequence number Property type Acquisition / disposition amount Agency accumulated depreciation Replacement amount Salvage amount		
<i>DAFR4471</i>	FAS BATCH ERROR	CONTROL REPORT ELEMENTS IN THE REPORT: Property number Sequence number FAS transaction code Capitalization indicator Acquisition method Location 1 Transaction amount Error message Component number Agency suffix Class code / class code suffix Useful life Status code Error indicator Error code		
<i>DAFR4472</i>	FAS BATCH POST REPORT	CONTROL REPORT ELEMENTS IN THE REPORT: Property number FAS transaction code Transaction amount		
<i>DAFR4473</i>	FAS ONLINE POST	CONTROL REPORT ELEMENTS IN THE REPORT: Property number Class code Class code In-service date Current document Disposition percentage Transaction amount Component number Class code In-service date FAS transaction code		
<i>DAFR4474</i>	FAS DELETED TRANSACTIONS	CONTROL REPORT ELEMENTS IN THE REPORT: Property number Component number Acquisition / disposition date Comments Current document FAS transaction code		

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CONTROL REPORTS 'DAILIES'

Report Number	Title	Reporting Information	
DAFR4491	FAS REPLACEMENT VALUE REVALUATION	CONTROL REPORT ELEMENTS IN THE REPORT: Class code Property number Generate indicator Percent '%' To value To value	
DAFR4492	FAS REPLACEMENT VALUE REVALUATION SUMMARY	CONTROL REPORT ABOVE DAFR4491 SUMMARIZED BY CLASS CODE The DAFR4492 prints at the end of the DAFR4491. DAFR4492 totals the From values and To values.	
DAFR4581	FAS GENERATED TO STARS ACCOUNTING TRANSACTION DETAIL	CONTROL REPORT 'KEEP THIS REPORT WHEN GENERATED' FAS INFORMATION ELEMENTS IN THE REPORT: Property number FAS transaction code Fund / fund detail General ledger account STARS INFORMATION ELEMENTS IN THE REPORT: STARS transaction code Fund / fund detail General ledger – debit General ledger – credit Budget unit Expenditure sub-object Current document STARS effective date	
DAFR4582	FAS GENERATED TO STARS ACCOUNTING TRANSACTION SUMMARY	ABOVE DAFR4581 SUMMARIZED BY FAS GENERATED STARS BATCH IDENTIFICATION The DAFR4482 prints at the end of the DAFR4581. DAFR4582 totals by batch amount.	
DAFR4590	FAS NON- FINANICAL CHANGES	CONTROL REPORT ELEMENTS IN THE REPORT: Property number Component number Date Element (i.e. serial number, description, name, etc.) Change from Change to	

INVENTORY REPORTS

Report number	Title	Reporting Information		
DAFR4550	ACTIVE PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	REQUESTABLE FLEXIBLE DESIGN OPTIONS DESIGN OPTIONS – REPORT LEVELS: Agency suffix Location Responsible name		
<i>DAFR4560</i>	ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	STATIC ELEMENTS IN THE REPORT: Property number		

INSURANCE REPORTS

Report number	Title	Reporting Information		
DAFR4790	FAS RISK MANAGEMENT	REQUESTABLE FIXED REPORT DESIGN BY: Insurance indicator Location 1 STATIC ELEMENTS IN THE REPORT Property number Description Ownership In-service date Current month replacement amount SUBTOTALS BY: Location 1 Insurance indicator Agency	Component number Class code Status Condition code Prior year replacement amount	

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FINANCIAL REPORTS

Report number	Title	Reporting Information	
DAFR0168	CAPITAL ASSET BY FUND TYPE	ONLY ASSETS WITH CAPITALIZATON INDICATOR EQUAL TO 'S' (Statewide capitalized assets) REQUESTABLE FLEXIBLE DESIGN OPTIONS	
		DESIGN OPTIONS – REPORT LEVELS: □ Fund type □ Fund / fund detail □ Asset class □ Budget Unit SUBTOTALS BY REQUESTED REPORT LEVEL	
		STATIC ELEMENTS IN THE REPORT: Property number	
<u>DAFR0170</u>	FAS CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) DEPRECIATION	ONLY ASSETS WITH CAPITALIZATON INDICATOR EQUAL TO 'S' (Statewide capitalized assets) ORDER BY PRIOR YEAR ONLY	
		REQUESTABLE FLEXIBLE DESIGN OPTIONS	
		DESIGN OPTIONS – REPORT LEVELS:	
		STATIC ELEMENTS IN THE REPORT: Property number In-service date Component number Statewide depreciation method	
		 Adjusted total Depreciation expense statewide Accumulated depreciation statewide Book value statewide 	

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FINANCIAL REPORTS

Report **Title Reporting Information** number *DAFR4500* FAS REQUESTABLE FIXED REPORT DESIGN BY: **DEPRECIATION** Agency suffix Class code STATIC ELEMENTS IN THE REPORT: Property number Component number Capitalization indicator Agency depreciation method Statewide accumulated Statewide depreciation expense depreciation Statewide ending book Class code / class code suffix value Useful life Agency depreciation expense Agency accumulated Agency ending book value depreciation FAS HOLD FILE **DAFR4510** TRANSACTIONS 'ARCHIVE OR KEEP THIS REPORT MONTHLY' REQUESTABLE FIXED REPORT DESIGN BY: □ Register number STATIC ELEMENTS IN THE REPORT: Property number Component number Sequence number Description Class code Class code suffix Location 1 Location 2 Transaction amount Acquisition method Disposition method Acquisition / disposition date Quantity Disposition '%' Current document Ownership In-service date Responsible last name

Comment

Grant / grant phase

License number

Purchase order number

FAS transaction code

Fund / fund detail

Serial number

Agency suffix

Index

Project / project phase

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FINANCIA	AL REPORTS	
Report number	Title	Reporting Information
<u>DAFR4520</u>	STARS TO FAS FINANCIAL ACTIVITY	REQUESTABLE FIXED REPORT DESIGN BY: □ Fund / fund detail □ Budget unit
		STATIC ELEMENTS IN THE REPORT: Transaction identification Current document Current document Current document suffix Effective date Component number Expenditure subobject Index PCA Invoice description STARS transaction code Grant / grant phase Amount
DAFR4560	ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	REQUESTABLE FLEXIBLE DESIGN OPTIONS DESIGN OPTIONS – REPORT LEVELS: Class code Agency suffix Location Responsible name SUBTOTALS BY REQUESTED REPORT LEVEL STATIC ELEMENTS IN THE REPORT: Property number Description Serial number Manufacturer Model year License number License number Acquisition date In-service date Status Ownership Condition
<u>DAFR4740</u>	HOLD FILE DELETED RECORDS	REQUESTABLE FIXED REPORT DESIGN STATIC ELEMENTS IN THE REPORT: Property number Sequence number Reference component number Reference component number Current document Acquisition / disposition amount Current document Acquisition / disposition amount

FINANCIAL REPORTS

Report number	Title	Reporting Information	
DAFR4750	FAS PROPERTY BALANCES BY FUND AND ASSET CLASS	REQUESTABLE FLEXIBLE DESIGN OPTIONS DESIGN OPTIONS – REPORT LEVELS:	
		STATIC ELEMENTS IN THE REPORT: Property number Description Beginning Balance Useful life Adjusted Beginning Balance Beding Balance Ending Balance Decrease	
<u>DAFR4760</u>	PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME, SELECT BY NAME	REQUESTABLE FLEXIBLE DESIGN OPTIONS DESIGN OPTIONS – REPORT LEVELS: Agency suffix Location Responsible name	
		STATIC ELEMENTS IN THE REPORT: Property number Description Manufacturer License number Acquisition date In-service date Ownership Last inventory date Component number Serial number Model year Quantity Comments Status Condition Condition	

MISCELLANEOUS REPORTS

Report number	Title	Reporting Inform	nation
DAFR4630	FAS DESCRIPTOR TABLE	Descriptor table recitation (12)	Descriptor table name Title
<u>DAFR4640</u>	FAS TRANSACTION CODE DECISION TABLE	REQUESTABLE FIXED REPORT LEVEL BY: Transaction code	
		STATIC ELEMENTS IN THE REPORT:	
		■ Transaction code	Transaction code description
		 Coding requirements 	Generated FAS transaction code
		 Generated STARS transaction code Transaction type 	Register number Updates to FAS financial fields
		 Required approval level 	